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Drazen_J/Getty Images Google Drive is quite the tool, allowing you to create, edit and share files and other documents from almost any device in almost any location. For Google Docs, Sheets, and Slides, you can make them even better with add-ons. Here are some of the best Google add-ons to help you get the most out of these apps in 2020. To download add-ons, open any file in any of these three programs, and then search the toolbar at the top of the Add-ins. Perfect for proofreading or making sure you type in the right tone, speakd will read the entire document back to you, or you can highlight specific parts and just get it to read back those parts. It also keeps track of how long it has been reading, if you need to get a sense of the length of a speech. Download the Speak for Google Docs add-in if you find yourself reusing certain parts of the text repeatedly, and you want a faster way to find these snippets when you create documents. Doc Builder is the add-on you need. It creates a sidebar where you can quickly navigate through saved parts of text and insert them directly into your documents. If you write many similar types of documents that use similar verbiage, like contracts or locations, Doc Builder will save you lots of time and help prevent costly mistakes when reusing parts of your documentation. Download Doc Builder Add-on for Google Docs It can be extremely difficult in a bare-bones word processor like Google Docs to draw text from different sources and have everything match up. Copying and pasting can pull in different fonts, background colors, HTML codes, and other unwanted information that throws the organization and flow of your document completely out of the window. Text Cleaner fixes all of this by letting you choose which formatting elements you want to keep and which you want to eliminate. Simple check boxes allow you to clear the entire document, or just specific selected parts. 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This add-on features almost 2000 different icons to choose from allows you to add them to your presentation in almost any color. The icons are free for free imported into your presentation with a transparent background, which means that anything you've already created will still be visible. These versatile icons come from Font Awesome and Google Material Design and are available in easy-to-search databases that let you add style to your presentations quickly and hassle-free. Download the Insert Icons add-in for Google Presentations This add-on is a little specialized, but it solves one of the biggest questions in Slide Presentations: lack of interactivity. Pear Deck provides several options for adding interactive images to a presentation, including multiple choice queries, slides where you drag elements to place them where they need to go, and data collection images. It's a perfect way for teachers to give students something to do besides click through a presentation, and it can be used to easily collect data and add interactivity during meetings and work sessions. Download the Pear Deck Add-in for Google Presentations If you don't already know the keyboard shortcuts for adding accents to a Slide Presentation, it can be tedious and time-consuming. If you often find yourself creating presentations using words from other languages, Easy Accents is a must. There are lots of languages available to choose from, and all accent edifices will appear so you can easily select and insert them into your presentation. No more trying to draw accent letters in Google's Add Special Character Box; just grab Easy Accents and never worry about it again. Download the Easy Accents add-on for Google presentations Use the power of Google's massive algorithm to translate your sheet into more than 100 languages with Translate My Sheet. You can choose certain ranges or convert the whole thing, and it's easy and easy to use. This isn't a complex or fancy app, but it does exactly what you need it for and it does it well. Download add-ons for Translate My Sheet for Google Sheets Creating Tables can be one of the most finicky and frustrating aspects of working with Google Sheets, and Table Styles cuts back on the time and stress they can cause. There are several different styles for you to choose from, and you can also easily manipulate them to create your own templates. Add custom colors and graphics, then save your custom table styles so you can always go back to them and reuse them in the future. Table Styles are intuitive and an absolute must for branding and business. Download worksheets Table Styles for Spreadsheets in Google Sheets can get a little out of control, and there's often a lot of information that we either don't need to view or don't want others to see. That's where crop sheet comes in. Simple and effective, Crop Sheet is an add-on that seems like it should be an option in the base program. You can either crop specific data on the sheet or a selection of cells. Google Drive downloads Crop Sheet add-on for Google Sheets launched in 2012 and is a cloud-based file storage and sync service from Google. You can use it to keep a backup of the important files online, maintain identical copies of files on multiple devices, and collaborate on documents with others in real time. In this Google Drive review, let's look at how it's evolved into one of the best cloud storage solutions available today. The best cloud storage servicesBook individuals and teams can use Google Drive (Image credit: Google Drive)Google Drive Plans and pricingGoogle Drive is now packaged in a membership plan called Google One. The storage you get through Google One is shared between Google Drive, Google Photos, and Gmail. The free account includes 15 GB of storage. Google One has two levels of paid account membership. The 100 GB plan is \$1.59/month (\$1.99/month) and the 2 TB plan is \$7.99/month (\$9.99/month). If you pay per year, you essentially only pay for 10 months of the year. Both paid plans allow you to add up to five additional members to your account, each of which gets 15 GB of personal space and access to the shared storage. Another way to get Google Drive is with a G Suite membership. For \$6/user/month, you'll get Google Drive with 30GB of cloud storage. At \$12/user/month, you get unlimited storage if you have over four users. A \$25/user/month plan adds priority support and advanced security controls. Google Drive subscriptions are now included as part of Google One membership (Image Credit: Google Drive)FeaturesGoogle Drive creates a good balance between functionality and simplicity. With the web interface and mobile apps, you can access your files from anywhere. You can also edit those files, because Drive integrates with Google Docs, Google Sheets, and Google Slides. Many companies have gone from using the Microsoft Office suite to working exclusively in this Google ecosystem. Useful features such as file version, offline access, advanced search, and preview options are there when you need them. You can decide which files to sync to each device and which to stay on the cloud, reducing the amount of hard disk space you use. You can access your Google Drive files online using your browser (Image credit: Google Drive) Interface and in useThere is nothing particularly outstanding about the Google Drive interface, but since they all follow Google's design language, it's easy for team members to quickly get up to speed using them. When working with the web interface, it's easy to forget that you're using a web browser because the interface is so intuitive and straightforward. The mobile apps for iOS and Android reflect the design of the web app. On Windows and macOS, you can install the Backup and Sync tool, which is a barebones sync tool that will automatically download any changes you make to files on your computer and update your Google Drive. However, sometimes the tool cannot synchronize a change, and you need to restart the it should start syncing again. The Backup and Sync tool will automatically keep your Drive folders in sync (Image Credit: Google Drive)SupportGoogle Drive has a one Help Center that covers most of the questions you might have about the software. There is also a relief community that is ready to help with any problems. If you're still having problems, Google has 24/7 live chat and email. In our tests, we were able to talk to a technical support agent within 10 minutes of contacting them. With a G Suite account, you can get phone support, and with the \$25 Enterprise plan/user/month, you'll get a designated Google advisor, with a one-hour target response time for critical issues. Your first port of call for technical problems is the Help Center (Image Credit: Google Drive)SecurityGoogle Drive stores and transfer all your files in an encrypted format. It can't be considered end-to-end encryption, however, because Google engineers could access your files if they had to be by law enforcement. Google has a good track record of keeping files safe, however, and with two-factor authentication enabled, it's incredibly difficult for anyone to hack your account. If you manage a team of people, Google Drive business plans have more comprehensive review tools that have access to what. You can monitor the files that are all accessed and receive custom alerts for specific events of interest. Everything stored on Google Drive is encrypted (Image Credit: Google Drive)The Microsoft OneDrive contest is the most direct competitor to Google Drive if you use the Microsoft Office suite instead of G Suite. It integrates perfectly with Microsoft Windows and Microsoft Office but offers only 5 GB of storage for free (Google Drive offers 15 GB). But a \$9.99 Microsoft 365 Family plan gets you up to 6 TB of storage and downloadable Microsoft Office applications, so it might be a better choice if you don't want to be connected to the Google ecosystem. Final judgmentGoogle Drive has a variety of useful tools that elevate it beyond a pure cloud storage solution. The smart apps and the tight integration with G Suite make it easy to fit into the workflow if you're using other Google products. Although Google has a good track record of security, we would like to see the possibility of end-to-end encryption. In addition, many cloud storage solutions offer more storage for the same cost as Google Drive. But seamless integrations with third-party apps, in-app editing tools, and fast performance make Google Drive an easy sale to any consumer or business that wants a cloud storage or backup service. The best cloud storage services

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